



# Township of Mansfield

Township Clerk's Office

100 Port Murray Rd – Port Murray, NJ 07865  
Phone (908) 689-6151 Fax (908) 689-2840

## **PROPERTY REGISTRATION - FORECLOSED/ABANDONED/VACANT**

Property Registration renewals are due by January 31<sup>th</sup> each year

If the property is not registered, or the registration fee is not paid within thirty (30) days of when the registration or renewal is required, a late fee equivalent to ten percent (10%) of the annual registration fee shall be charged for every thirty-day period (30), or portion thereof, that the property is not registered and shall be due and payable with the registration.

### **Registration Fee Schedule**

**All checks can be made payable to "Township of Mansfield" and mailed to the address above**

- 1) **Properties in Foreclosure that are still occupied**
  - \$500 initial Foreclosure registration fee
  - \$500 Foreclosure registration fee due annually by January 31<sup>st</sup>
  - Monthly Inspection Report due by the 7<sup>th</sup> day of the following month verifying the foreclosed property is still occupied & in compliance with Chapter §270-5 and §270-6.
  
- 2) **Properties in Foreclosure that are Vacant and Abandoned**
  - \$500 initial Foreclosure registration fee
  - \$2,000 initial Vacant/Abandoned fee
  - \$500 Foreclosure registration fee due annually by January 31<sup>st</sup>
  - \$2,000 Vacant/Abandoned fee due annually by January 31<sup>st</sup> (separate check)
  
- 3) **Any person who shall violate the provisions of this Chapter shall be cited and fined by one or more of the following: imprisonment in the county jail or in any place provided by the municipality for the detention of prisoners, for any term not exceeding ninety (90) days; or by a fine not less than five hundred dollars (\$500.00) or exceeding one thousand two hundred and fifty dollars (\$1,250.00); or by a period of community service not exceeding ninety (90) days.**
  
- 4) **Any person who is convicted of violating this Chapter within one year of the date of a previous violation of the same Section, and who was fined for the previous violation, shall be sentenced by a Court to an additional fine as a repeat offender. The additional fine imposed by the Court upon a person for a repeated offense shall not be less than the minimum or exceed the maximum fine fixed for a violation of this Chapter, but shall be calculated separately from the fine imposed for the violation of this Chapter.**

Ordinances can be found online at: <https://ecode360.com/MA2843>



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Application Date: \_\_\_\_\_

Registration Type:  INITIAL APPLICATION  RENEWAL APPLICATION  INFO CHANGE

Property is:  FORECLOSED  ABANDONED  OCCUPIED  VACANT

Date of Vacancy (if applicable) : \_\_\_\_\_

Property Information		
Street Address:		
Block:	Lot:	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial

Mortgagee/Servicer			
Name:			
Address:		City	State Zip
Telephone:	Alternate Phone:	Email:	

Property/Asset Manager		<b>*Must be available M-F 9am – 5pm*</b>	
Name:			
Address:		City	State Zip
Telephone:	Alternate Phone:	Email:	

Bank or Financial Institution Holding Mortgage (List ALL if multiple)			
Name:			
Address:		City	State Zip
Name:			
Address:		City	State Zip



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Emergency Contact		
Individual or managing agent who may be reached <b>24 hours a day</b> in the event of an emergency affecting the property. Must also have the authority to make emergency decisions concerning the premise including making repairs and expenditures, or securing the property (may be the Property/Asset Manager if LOCAL)		
Name:		
Address:	City	State Zip
Telephone:	Alternate Phone:	Email:

I certify the following regarding the property listed above:

- The above property complies with the Township of Mansfield Code Book Chapter 270 "Vacant and Abandoned properties"
- The property has been secured pursuant to Township of Mansfield Code Book Chapter 270-6
- Creditor understands that registration is due **annually by January 31<sup>st</sup>** with applicable fees, and that the creditor is subject a late fee equivalent to ten percent (10%) of the annual registration fee shall be charged for every thirty-day period (30), or portion thereof, that the property is not registered and shall be due and payable with the registration
- Creditor understands if this property is being registered as foreclosed and occupied, a monthly inspection affidavit must be completed and sent to the Township Clerk's Office (via email or postal mail) no later than the 7<sup>th</sup> day of the month following
- Creditor must report any change of information contained in the registration within ten (10) days of the change.
- Failure of the creditor to properly register or to modify the registration form from time to time to reflect a change of circumstances as required by this Chapter is a violation of the Chapter and shall be subject to enforcement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Date